

APPLICATION FOR SPECIAL CONSIDERATION

Crown College will consider all cases where academic policies provide for a student to seek some entitlement on the grounds of extenuating circumstances and may apply for special consideration.

Special Consideration

Students are expected to complete all compulsory assessment tests and tasks at an acceptable standard and to meet all compulsory assessment deadlines to meet course requirements.

Students who are affected by extenuating circumstances which prevents them from meeting acceptable standards or deadlines may apply for special consideration.

Extenuating circumstances are defined as;

- administrative problems - such as the late receipt of teaching materials, enrolment errors or delays;
- representative commitments - where a student has been selected to participate in a state, national or international level event such as sports, arts, culture, academic, religious or civil events;
- military commitments - where a student is a member of the armed forces involved in a compulsory exercise;
- legal commitments - where a student is called for jury duty or is subpoenaed to attend a court, tribunal, etc.;
- family emergency or bereavement/compassionate leave, and/or;
- other events that pose a major obstacle to the student proceeding satisfactorily with his or her studies.

The following would not be regarded as extenuating circumstances;

- demands of sport, clubs and social or extra-curricular activity (other than selection for state, national or international events);
- routine demands of employment;
- difficulties adjusting to the self-discipline needed to study effectively, and to the demands of academic work;
- stress or anxiety normally associated with required assessment tasks or any aspect of course work;
- routine need for financial support;
- lack of knowledge of requirements of academic work; and
- language background other than English

Personal Details			
Surname		First Name	
Date of Birth		Student ID	
Course			

The assessment test/s or task/s I wish to receive special consideration for are;	
Assessment & Date	
Assessment & Date	
Assessment & Date	

Please provide a written statement outlining your circumstances by addressing the questions below
What are the exceptional circumstances relating to your application?
When did you become aware these circumstances were affecting your performance?
How are these circumstances beyond your control?
Have these circumstances prevented you from completing assessment tasks on time? If so, please specify

Supporting Documents Checklist	
Please indicate the type of supporting documentation you have attached to this application	
<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Court or legal documentation
<input type="checkbox"/> Police report	<input type="checkbox"/> Counsellor/Psychologist evaluation
<input type="checkbox"/> Other, please specify _____	

Student Declaration
<input type="checkbox"/> I declare that to the best of my knowledge, the information I have supplied on this form is true and correct <input type="checkbox"/> I understand that applications are assessed on an individual basis and I will be notified by Crown College of the outcome <input type="checkbox"/> I have read and understood the Assessment Policy and the Deferral, Suspension and Cancellation Policy
Student Signature:
Date:

Crown College Use Only			
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Student Notified			
Name		Date	
Signature			

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